

11 APR 1978


MEMORANDUM FOR: Director of Personnel

SUBJECT : CIA Position Classification Standards

STATINTL

FROM :   
Chief, Position Management & Compensation Division

STATINTL

REFERENCE : Memo for Record, from  DD/Pers/P&C,  
dated 28 February 1978, subject - Application of  
Factor Evaluation System Position Standards and the  
Institution of Formal Appeals Procedures Relative  
to Position Classification

1. Attached for your approval are:

Tab A - Explanation of the Factor Evaluation System of Position  
Classification (FES).

Tab B - Information Control and Records (Mail and File) Series  
Standard GS-305.

Tab C - Nurse Series Standard GS-610.

2. Tab A explains the Factor Evaluation System and provides  
instructions for its administration. Tabs B and C, in addition to  
the full PMCD recommended standards texts, contain summaries covering  
review procedures, job populations and forecasted effects of the  
standards on the occupations involved. As appropriate, component  
comments on the standards and PMCD's assessments of those comments  
are also included.

3. Upon your approval, the Explanation of FES and the two  
standards will be published by the Office of Logistics in a formal  
regulation style format for distribution as appropriate within the  
Agency and for use in classifying the Agency positions involved.



STATINTL

Attachments: A/S

28 February 1978

## MEMORANDUM FOR THE RECORD

SUBJECT: Application of Factor Evaluation System Position Standards  
and the Institution of Formal Appeals Procedures Relative  
to Position Classification

STATINTL

1. At a meeting this morning with Fred Janney, D/Personnel; Ben [REDACTED] of PMCD, and the undersigned discussed the (a) Position Classification and Appeals Process for inclusion in Agency regulations, and (b) use of the Factor Evaluation system position standards for position classification purposes.

2. The Position Classification Appeals Process was discussed as outlined in the attachment and was approved by the Director of Personnel with the modification that an appeal level be established at the Deputy Director/Director of Personnel level (i.e., between the Office Head/Director of Personnel and the final Deputy Director of Central Intelligence/Director of Personnel level). As regards application of the FES position standards in Agency position classification, the Director of Personnel confirmed that the FES position standards issued by the Civil Service Commission be reviewed for applicability to Agency occupations and be directly applied where appropriate, or modified in those instances where clearly delineated differences are perceived. Position standards following the principles of FES are to be developed by PMCD for Agency-unique occupations. All position standards, that are developed, whether published by the Commission, modified to adjust to differences in Agency occupations or developed for Agency-unique occupations will be reviewed and approved by the Director of Personnel for application by PMCD within the Agency.

STATINTL

[REDACTED]  
DD/Pers-P&C

Attachment

## PMCD CLASSIFICATION AND APPEALS PROCESS

2/16/78

Type of Action	PMCD Responsibility/Authority	D/Pers Authority	DDCI Authority
Component Informal Request	1. Review, Audit, Evaluation 2. Advise Component Informally <u>Agreement</u> <u>Disagreement</u> Implement PMCD Advise Component to Formalize Request	N/A	N/A
Component Formal Request	1. Review, Audit, Evaluation 2. Advise Component Informally or by PMCD memo <u>Agreement</u> <u>Disagreement</u> Implement 1. Discuss with component & determine Validity of PMCD Findings 2. Advise Component <u>Agreement</u> <u>Disagreement</u> Implement Advise Component of Appeal Procedure	1. Alert D/Pers of Disagreement and Provide Supporting Data (Via Weekly Activity Report) 2. D/Pers meet with Office Head and PMCD to hear arguments within 30 days 3. D/Pers render classification decision <u>Agreement</u> <u>Disagreement</u> Implement Implement	1. Office head appeal to appropriate DD 2. D/Pers & DD meet with DDCI to adjudicate appeal
PMCD Survey or Other PMCD Initiated Action	1. Conduct Survey 2. Informally advise component 3. Prepare Survey Report 4. Meet with component <u>Agreement</u> <u>Disagreement</u> Implement Same Procedure as Formal Requests	D/Pers Approve -- Same as Formal Requests --	-- Same as Formal Requests --

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## CIA POSITION CLASSIFICATION STANDARDS PROGRAM

I. Purpose: The purpose of this paper is to present the initial results of the Office of Personnel/Position Management and Compensation Division's (PMCD) research on the application of Factor Evaluation System of Position Classification (FES) standards to Agency positions, and to make recommendations on their implementation.

II. Background: In December 1975, the Civil Service Commission (CSC) approved FES for use by federal agencies under the Classification Act of 1949 (as amended). (See Tab A for FES description). In January 1976, PMCD established a Policies and Standards Branch consisting of a small number of position management officers to make an initial assessment of CSC/FES issued standards to determine their usability and impact on Agency positions. It was concluded from this initial review that CSC/FES standards do, where appropriate, adequately cover CIA positions. The Director of Personnel, therefore, advised the Agency Deputy Directors on 20 July 1976 of the development and planned implementation of a new job evaluation plan similar to FES for CIA. (See Tab B for a copy of the D/Pers 20 July 1976 memo.) PMCD has proceeded in a number of directions to put this program into effect including the development and presentation of FES briefings to managers at all Agency organizational levels; preparation of position descriptions in the new FES format; review, testing, and revision as necessary of CSC generated standards; and the researching, writing and testing, in cooperation with component specialists, standards on those occupations somewhat unique to this Agency and for which no CSC standards appear forthcoming.

III. Progress: Tab C reflects the status of the standards development program to date. Thus far, the CSC has forwarded for Agency review draft standards for Secretaries, Clerk Typists and Translators, Clerk Stenos and Reporters, Mail and File (Information Control and Records), Nurses, Mechanical Engineers, Accounting Technicians, Machine Operators, and Chemists. In addition, PMCD has commenced development of draft standards for Operations Officers, Reports Officers, Training Officers and "Super-grade" level Officers. CSC, thus far, has approved for use throughout government the Mail and File, Nurse and Mechanical Engineering standards and have some sixty others in various stages of development for release in the near future. Many of these, of course, will have application for CIA. The order of the development and implementation of future position classification standards within CIA will probably need to be adjusted and priority placed on the ten occupations in the Agency that have been targetted for grade reduction over the next 3 years in compliance with OMB Bulletin number 77-11, dated 28 June 1977. The latter set of standards are vitally necessary to achieve CIA grade de-escalation goals for these occupations on an equitable and objective basis.

As can be seen from Tab C, our progress to date has been slower than originally hoped due primarily to the lack of qualified position management officers to perform the research, studies and testing so necessary to the development of current and applicable standards (see paragraph IV(d) below on PMCD staffing) and, to a lesser extent, CSC redrafting actions which have delayed the submission of final standards to agencies for implementation.

We have managed, however, to reach some important conclusions from our work to date and have noted major areas in which top Agency management will need to make some serious and difficult decisions. These decisions will determine the future shape and course of the Agency's position management and classification program.

IV. Conclusions/Recommendations: It should be noted that the PMCD standards program was started almost from scratch with a very small staff which was severely lacking in formal standards experience. Initially, almost every step was taken on a trial and error basis and many times our efforts were scrapped in favor of an alternate approach. The following comments concern what we consider to be the major conclusions, problems, and recommendations which now need to be dealt with on an Agency level. They are:

(a) Standards Application: As indicated in tab (C), it has become quite evident through initial assessments of a number of proposed clerical level CSC standards such as the ones for Mail and File (Information Control and Records), Clerk Stenographers, Clerk Typist and Secretaries that clerical level positions in the Agency are graded significantly higher than the proposed standards would allow even after relating them to specific CIA work. For example, our analysis of the Mail and File standard indicates that Agency positions are one to three grades higher. These conclusions were further brought out in the Agency's recent report to OMB on Grade Escalation.

We now have the Mail and File (Information Control and Records) Standard GS-305-00 to a point where we are ready to go forward for final review and approval (see Tab D for copy of the draft standard and impact statement). In this process, however, a determination must be made regarding the grade levels produced by applying the standard. Although there will be a strong desire in some quarters to devise some add-on system to maintain current grade levels or to make an adjustment in the factor levels or point values, we can find no sound basis for taking either of these approaches. It thus appears that we must make a somewhat strict application of the CSC standard which will eventually result in a substantial number of position downgradings.

On the other side of the coin is the CSC Nurse Standard GS-610-00 which initial review indicates will result in upgradings for a number of nurses

if applied. We all take pleasure in being able to upgrade positions; however, in these instances, can we in good conscience use the new standards to upgrade but not use the standards when downgradings would result? (See Tab E for copies of the Nurse standard and impact statement.) Agency management decision on this question will have a major impact on all subsequent position classification actions and on position and occupational average grades and personal services budgetary expenditures.

Recommendation: It is recommended that, following the review of CSC/FES position standards by PMCD in cooperation with appropriate managers and/or substantive specialists for application, currency, adequacy and accuracy of content, PMCD determine whether adjustments to the standards are appropriate and revise the standards accordingly. Realistically, from our research thus far, this recommendation, in effect, will mean a somewhat strict application of the CSC/FES standard in most cases. The impact will be (1) significant adjustments downward in the grades of clerical level positions, (2) probably much less but some downgrading in professional level positions and (3) in some isolated cases, such as Nurses, minor upgradings.

(b) Standards Approvals: After standards have been fully developed, a determination must be made as to who will approve them for agency-wide application. Assuming that the standards, when approved, will have the status and force of Agency regulations by which positions will be graded and will be used across not only Agency lines but, possibly, within other components outside the Agency under DCI command, the approving authority will need to be someone who either normally directs all of these activities or speaks for that person.

Recommendation: It is recommended that the DCI or his designee approve all position standards. If this authority is delegated to a designee, it is recommended that that person be the Director of Personnel and that he approve For The DCI rather than under his own byline. Current [REDACTED] assigns responsibility and authority to D/Pers to evaluate and classify positions by occupational category and pay level. If this responsibility is to be competently discharged he should also have the responsibility and the authority to develop, approve and implement any classification tools, particularly position standards, which are necessary to evaluate such positions. So that approvals do not get delayed and bogged down, thereby putting CIA out of synch with the rest of government, ground rules will need to be carefully established for the standards review and approval process.

STATINTL

(c) Position Allocation Authority: After the standards are approved and ready for application, who has the authority to approve position allocations against them and to what extent? At present, PMCD does not generally exercise approving authority to classify positions, except to the extent that components are willing to concur in the proposed classification action.

Unilateral action is rarely taken by PMCD. This means that the component head can delay an action indefinitely by withholding his concurrence. Unfortunately, these delays involve action which clearly should be taken in the best interests of the Agency and the Taxpayer. Although C/PMCD could appeal to the Director of Personnel or higher authority to break the log-jam, this approach is not practical since it would, in most cases, involve exchanges of memos, holding meetings, etc. In the meantime, little or nothing is accomplished and the data becomes stale and useless.

Recommendation: It is recommended that the DCI delegate to the Director of Personnel position grade allocating authority through grade GS-15 and that this authority be redelegated by D/Pers to C/PMCD. It should be understood that this authority would be exercised by the C/PMCD when he is satisfied that a classification action is proper. He should not be required to obtain component concurrence before implementing the action. Implicit in the exercise of this authority of course is the exploration of every avenue by C/PMCD to resolve differences before decisions are implemented. Component heads or employees who do not agree with the classification actions taken may subsequently initiate classification appeals to the Director of Personnel. If appellants do not wish to accept decisions of the Director of Personnel, they may submit appeals to the DCI who will render final classification decisions. Only in this way can the Agency maintain a meaningful position classification program that is based on the application of Agency-approved position standards.

(d) PMCD Staffing: The fourth and final major conclusion again raises the now oft repeated specter of PMCD's staffing paucity. Because this has been an ongoing lament, we will not belabor it further here. However, it should be kept in mind that additional position ceiling for PMCD will not in itself solve the problems of locating, recruiting and training either experienced or inexperienced officers for this field. For those who might eventually be assigned to PMCD, there is still a long training period before they are of much value. The point is that if we had experienced people identified and recruited at this moment (which we don't), it would still be next spring or summer before they would be ready to EOD. In the meantime, we will continue to lose our experienced officers.

Tabs:

- A - FES Description
- B - D/Pers Memo announcing FES Program for CIA
- C - Standards Program Status Report
- D - Mail and File Standard and Impact Statement
- E - Nurses Standard and Impact Statement

THE FACTOR EVALUATION SYSTEM  
OF  
POSITION CLASSIFICATION

In July 1976, the Director of Personnel announced to Agency Directorates that the Factor Evaluation System of Position Classification (FES), which was established for the federal government at large, would be adapted for use within CIA. He instructed the Position Management and Compensation Division (PMCD) to proceed with the development and implementation of such a system.

WHAT IS FES?

The Factor Evaluation System is a method of classifying nonsupervisory positions GS-01 through GS-15, under the General Schedule. The system combines such established techniques for position evaluation and classification as whole job and factor comparison. Through the process of quantifying various position factors a more uniform, objective, and understandable method for determining the grades of positions is achieved than under previous systems.

MAJOR FEATURES OF THE FACTOR EVALUATION SYSTEM

The system provides for a classification standards approach and format that describes and evaluates occupations in terms of factors, factor levels, and benchmarks, with point values assigned to facilitate the evaluation and grading of individual positions. The major features of the system are:

Primary Standard. The basic tenet of the system is that positions are ultimately point-rated against a primary standard which serves as a "standard-for-standards". The primary standard describes nine factors common to GS occupations. These factors are: (I) knowledge required by the position; (II) supervisory controls; (III) guidelines; (IV) complexity; (V) scope and effect; (VI) personal contacts; (VII) purpose of contacts; (VIII) physical demands; and (IX) work environment. The



primary standard also describes various degrees for each factor, and assigns point values to each degree. A conversion table, which is part of the primary standard, shows the range of total point values for each GS grade.

Each classification standard which is developed for use within this system must be in accordance with the primary standard. Thus, the primary standard serves as the basic tool for the alignment of standards across occupational lines.

Factor Level Descriptions. Factor level descriptions are included in FES classification standards to describe the characteristics of each factor in terms of the specific occupation or group of closely related occupations covered by the standard. Each level described has an appropriate point value assigned.

Benchmarks. Benchmarks are prepared in the nine factor FES format and describe actual work situations which typically represent significant numbers of positions in an occupation. Benchmarks are point-rated by reference to the factor level descriptions for the series. These benchmark descriptions will replace the descriptions of grades found in current Civil Service Commission narrative standards.

FES Classification Standards. Each FES classification standard, covering an individual GS series or a group of closely related series, will have three basic sections -- (1) the necessary occupational background information (including the specific series covered and those excluded); (2) the factor level descriptions for the occupation(s), and (3) one or more benchmarks for each grade level typically found in the occupation. As necessary, qualifications data required are stated in the series definition and in factor I, knowledge required by the position. Knowledge and abilities are also reflected in or may be inferred from the

remaining eight factors common to nonsupervisory positions in GS occupations. Each factor level defined by the standard will have point values assigned, consistent with those in the primary standard, and a point conversion table will be included with each standard.

The FES Classification Process. To classify a position, the position description must first be analyzed in terms of the new factor format. Grades are determined by (1) matching the factors of the position to factor levels in the FES standard; (2) assigning point values to each factor of the position being evaluated; (3) adding the point values; and, (4) through a conversion table in the standard, converting the total points to the right grade level for the position. If the classifier can match the position description completely with an existing benchmark, the grade of the position will be the same as that of the benchmark. If the position cannot be point-rated using benchmarks, the factor level descriptions for the series will be used. In those very few instances in which a factor cannot be point-rated by use of benchmarks or factor level descriptions, the primary standard may be used.

WHEN WILL FES BECOME OPERATIONAL?

The Office of Personnel is now in the process of testing certain classification standards and guides. Full implementation of the system within the Agency will likely require the same five-year timetable currently projected for government-wide implementation of FES.

20 JUL 1976

MEMORANDUM FOR: Deputy Director for Administration  
 Deputy Director for Intelligence  
 Deputy Director for Operations  
 Deputy Director for Science and Technology  
 Executive Secretary, Office of the DCI

FROM : F. W. M. Janney  
 Director of Personnel

SUBJECT : Development of New Job Evaluation System for Use  
 in the Classification of Agency Positions

1. Public Law 91-216, the Job Evaluation Policy Act of 1970, directed the Civil Service Commission (CSC) to develop a new job evaluation system for use throughout the Federal Government. As a result of this Act, the CSC established a Job Evaluation and Pay Review Task Force to study pay practices and job evaluation systems in both government and private industry. After approximately three years of study, the Task Force proposed a new system known as the Factor Evaluation System (FES).

2. In June of 1975 a study was made of Agency position management and evaluation policies and practices. One of the recommendations resulting from this study was the adoption of FES. A more recent review of Office of Personnel functions by the Inspector General's staff resulted in a further recommendation that the system be adopted by the Agency. As a result of these recommendations, I have directed the Position Management and Compensation Division (PMCD) of the Office of Personnel to proceed with the development and implementation of a new job evaluation system similar to FES for CIA.

3. In the near future, PMCD representatives will contact appropriate officers in your Directorate for the purposes of explaining the new system and requesting assistance in developing position classification standards and benchmark descriptions. Since position management is the combined responsibility of the Office of Personnel and operating managers, it is my desire to have the latter participate to the fullest extent practicable in these activities. The results of these efforts will be the basis for future position grade allocations.

(Signed) F. W. M. Janney

I - OAS/PMCD  
 I - DAB/12  
 I - EK  
 I - ESCH OAS/12

F. W. M. Janney

OAS - DAV

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STATINTL Studies To Be Conducted By [REDACTED] On The Application Of The Factor  
Evaluation System Within CIA

I. It is planned that the following related studies will be conducted for the Office of Personnel during calendar year 1976:

- (Phase 1) On a day to day basis, or as otherwise required, meet with officials of the Civil Service Commission to obtain, review, and prepare preliminary comments on data which has thus far been developed by the CSC relative to the FES. It is expected that this study will require approximately 30 days initial effort at a cost of \$2,400.
- (Phase 2) Select categories of positions for testing within the Agency and develop a schedule and action plan for the testing phase. It is anticipated that this study will require approximately 40 days effort at a cost of \$3,200.
- (Phase 3) Based on all FES data obtained from the Civil Service Commission, determine and make recommendations on the extent to which modifications may be required for CIA application of FES factor definitions, point values, conversion tables, and such standards that have been developed by the CSC. It is expected that this study will require approximately 40 days effort at a cost of \$3,200.
- (Phase 4) Prepare recommendations, and assist in the conduct of, testing and validation of selected standards within the Agency. It is expected that this study will require approximately 35 days effort at a cost of \$2,800.

II. The anticipated fees for the separate studies are as indicated above. Total cost of the studies will be \$11,600 for calendar year 1976. It is expected that residual efforts on phase one will necessarily continue through all four study phases since the CSC itself will be continuing its program of standards development and modification of the system throughout the remainder of the calendar year.

[REDACTED]  
Chief  
Position Management & Compensation Division

STATINTL

Publication Standards Approved For Release 2002/07/08 : CIA-RDP83-01004R000100130001-9

19 SEP 1977

Classification	Requesting Officer	Progress to Date	Remaining Review and/or Problems	Projected Implementation Date
Class [REDACTED]	[REDACTED]	Initial reviews by PMCD. However, CSC on receipt of federal agency comments has had to make major re-reviews.	PMCD has put in abeyance pending further CSC action. (see Mail & File comments below)	Undetermined
Class Gunn	STATINTL	Initial review, testing & revision by PMCD. PMCD revised standard sent to DDO, DDI, DDA, DDS&T for comment. DDO, DDS&T, & DDA have returned comments & further revisions made in original CSC draft.	It has become clear that, in general, clerical positions in CIA are significantly out of line in terms of the new FES standards & our grade escalation study for OMB, the latter of which placed the principle clerical series, i.e., Secretary, Clerk Typist, Clerk Steno, Information Control, & Courier on the Reduction Target List. This group alone represents roughly 15% of the Agency position population. Under the circumstances, our next step should entail discussion with higher OP authority to set some direction, before final coordination by the directorates, i.e., are we to pursue a course of compliance with CSC FES standards, do we adjust standard levels or points to fit CIA patterns, or some other internal adjustment. Under present conditions, the wind seems to be blowing toward CSC/FES compliance as the OMB Grade Escalation requirement might imply.	Pending answers to questions in previous column.
Class [REDACTED]	STATINTL	Initial review by PMCD -- OMS provided position descriptions in FES format & PMCD has evaluated.	PMCD to forward draft CSC standard with tentative evaluation of OMS jobs to D/OMS for comment. On completion, standard should be ready for Agency implementation.	Depends on whether we proceed separately or as a package.
Class [REDACTED]	STATINTL	Initial review by PMCD. Determination that standard should be reviewed in terms of total engineering picture in CIA.	Standard temporarily in abeyance for lack of manpower to test it further.	Undetermined
Class [REDACTED]	[REDACTED]	Initial review by PMCD. Position descriptions prepared by OF.	Test Position Descriptions within PMCD	Undetermined
Class Gunn	[REDACTED]	Initial review within PMCD being conducted.		Undetermined

POSITION STANDARDS DEVELOPMENT PROCESS STATUS REPORT 83-01004R000100130001-9

1977

Assigned Action Officer	Progress to Date	Remaining Review and/or Problems	Projected Implementation Date
STATINTL			
as [REDACTED]	Initial review by PMCD.	Standard temporarily in abeyance for lack of manpower to test it further.	Undetermined
as [REDACTED] STATINTL	Initial draft standard researched & written within PMCD & is nearly ready for review by DDO.	With massive position and personnel cuts in DDO, the present time may not be the best for coordination. Probably should wait another month or two.	Undetermined
as [REDACTED]	Initial draft standard researched & written within PMCD & fleshed out through informal contacts with senior DDO Reports Officers.	Same as above probably.	Undetermined
as STATINTL	Initial draft prepared by PMCB as a product of their recent PMC survey and some review by PSB has been done.	No further effort to develop into a FES standard because of the lack of manpower.	Undetermined
as [REDACTED]	Initial draft standard researched and written within PMCD & some testing internally performed.	PMCD to obtain & select new "real live" supergrade position descriptions for testing within PMCD & possible later testing by selected senior Agency officers.	Undetermined

OFFICE OF PERSONNEL  
POSITION MANAGEMENT AND COMPENSATION DIVISION  
FACTOR EVALUATION SYSTEM  
POSITION CLASSIFICATION STANDARDS SUMMARY

Series: Mail and File (Information Control and Records) GS-305-00

☒ CSC ☐ CIA

Review Procedures: The position classification standard for the GS-305 series was issued in draft by the CSC in April 1976 and, after consideration of comments from agencies and employee unions, issued in final form (May 1977) for mandatory application within the Civil Service. On receipt of the original draft, PMCD obtained job data on Agency mail and file type jobs from each directorate to determine if the standard was applicable to Agency positions. As this was our first effort, virtually every officer within PMCD participated in some phase of the testing and validation of the standard. During the review, it was decided to recast its descriptive terminology within the CSC standard to reflect Agency terminology in order to provide a better basis for understanding and acceptance from Agency managers and employees. On completion, the standard was then disseminated to each directorate (but not the Office of the DCI since that office contains so few positions classifiable under this standard) to obtain substantive comments on the applicability of the standard to each directorates' mail and file positions. The draft standard submitted to the directorates did not include factor level points or benchmark grades as it was felt the inclusion of this information would have diverted attention away from the substantive review of the occupational information and the factor level descriptions to comments solely on the impact of grade allocations. Comments were subsequently received from [redacted] Office of the DDA; [redacted] C/ISS/DDO; Mr. [redacted], Administrative Officer, DDS&I, and from three components within the DDI. Except for the DDO, comments on the standard were generally favorable. In general, our review of these comments did not indicate that further changes in the standard were warranted. We are now completing the standard for formal approval with the exception of factor level points, the grade conversion table and graded benchmark positions. An Agency policy decision will need to be made in this area before we can complete this final segment.

Job Population: The Agency has a total of [redacted] positions currently classified in the GS-305 series broken down by directorate as follows:

Office of the DCI  
Office of the DDA  
Office of the DDO  
Office of the DDI  
Office of the DDS&I

STATINTL

The current average grade for this series is 6.4831. Thirteen positions classified in this series are GS-11 or above officer level positions which probably are not classifiable under this standard and thus should be moved to a more applicable series. There were also a number of positions uncovered during the

various review and testing phases which appear to fit within this series but are currently titled within other series. These positions will be identified and corrected through the normal survey activities if this standard is adopted for mandatory application within the Agency.

Impact Statement: This standard permits a range of grades for non-supervisory and non-work leader positions from GS-02 to GS-06. While it is conceivable that some few positions might be so much stronger than the norm to permit allocation higher than the standard permits, it can be assumed that most all positions classified by use of this standard will be allocated at GS-06 or lower. Work leader positions would normally be allocated one grade level above the worker level and supervisory positions (which are not included in the FES standard) would probably range anywhere from one to three grade levels higher depending on such factors as the size of the work force, complexity of operation, physical dispersion of units, etc. With this knowledge, and having reviewed the current grade structure for GS-305 positions which generally ranges from GS-04 to GS-11, it can be predicted that direct application of the standard will eventually result in the downgrading of virtually every position from one to three grade levels. This conclusion has subsequently been borne out in the OMB Grade Escalation Study and the PMCD survey of the DDO/ISS among others.



OFFICE OF PERSONNEL  
POSITION MANAGEMENT AND COMPENSATION DIVISION  
FACTOR EVALUATION SYSTEM  
POSITION CLASSIFICATION STANDARDS SUMMARY

Series: Nurse GS-610-00

27 September 1977

☒ CSC      ☐ CIA

Review Procedures: The CSC issued the draft FES standard for the Nurse Series in April 1976, a revised draft in February 1977, and directed that the standard be used for all classification determinations for GS-610 positions as of 1 July 1977. The CSC advised that the standard will result in a large number of up-gradings throughout the federal service since the basic journeyman level of work in this series has been raised from GS-07 to GS-09. PMCD requested that OMS provide new position descriptions in factor format to determine if the standard was directly applicable to Agency positions and, if so, what would be the impact on current job classifications. The position descriptions were received in July 1977 and several PMCD officers participated in the review.

Job Population: The Agency has nine positions in the Nurse series as follows:

GS-11	one position
GS-09	one position
GS-08	five positions (two are incumbency allocations)
GS-07	two positions

The average grade for this series is 8.2200.

Impact Statement: The conclusion reached by the reviewers was that the standard is directly applicable to Agency nonsupervisory Nurse positions without significant revision. Adoption of the standard will result in the upgrading of the GS-08 and at least one of two GS-07 positions to GS-09. (One of the GS-07 Nurse positions is [REDACTED] a new position description will be required to determine if it warrants upgrading to GS-09.) This will increase the average grade of the series to 9.0000. The occupational titles of Agency positions should be changed to Occupational Health Nurse to conform with CSC titling practices.

STATINTL